



# Elements

## **SYMPLECTIC ELEMENTS**

Impact Module User Guide for all users

Version 2

## Introduction to Elements and Impact

Impact can broadly be thought of as an opportunity to make a change – to individuals, to certain groups, to a way of thinking or a way of working, and can be measured in terms of REACH (the people who will benefit) and SIGNIFICANCE (what the change will be).

Consider

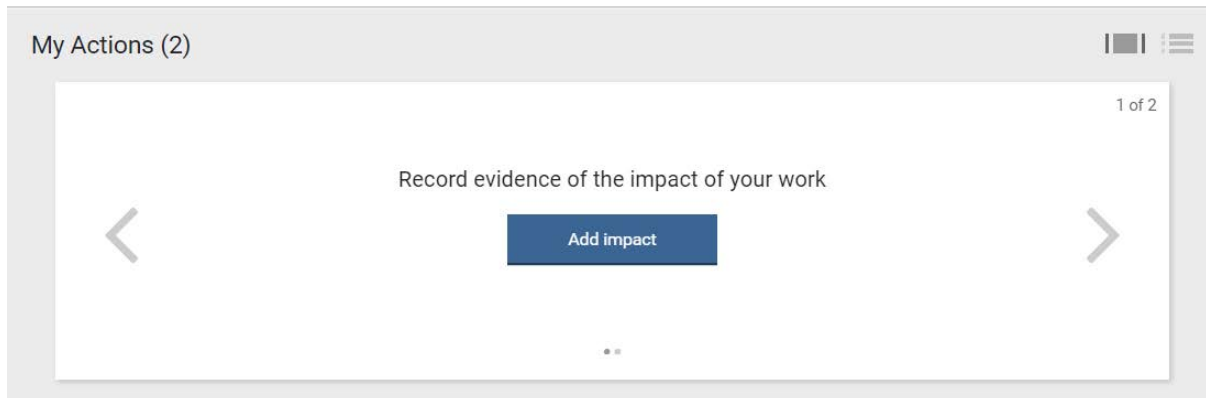
- WHO is ultimately going to benefit from your research activity,
- or WHAT change will it make?
- and HOW will this change take place? (i.e. will stakeholders be attending these events to learn from you?).
- Also think about HOW the change can be tracked, measured and evidenced.

Examples could include: evidencing the need for changes in policy which lead to structures and practices which reduce exclusion of community groups; activity to recognise the relevance of an artistic practice on social engagement leading to a wider uptake of regional cultural activities; the development of a new product or process which has a beneficial effect on industry; artistic activity and mentorship leading to the sharing of skills and the creation of new works; or activities which encourage wider participation in education.

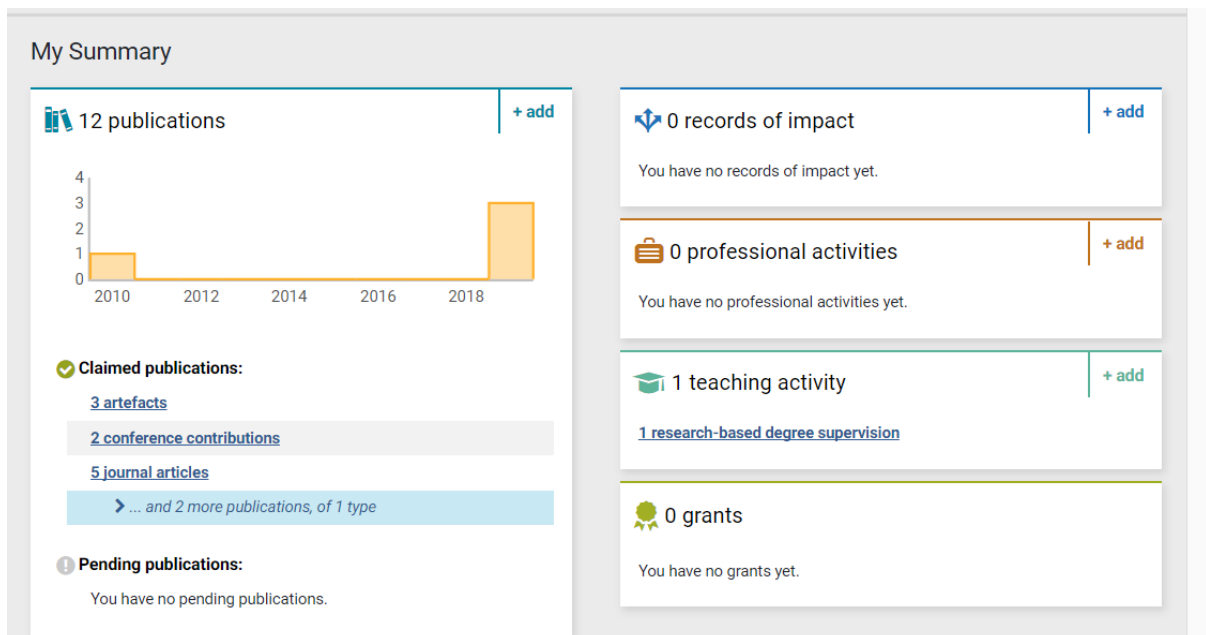
Elements allows activity to be logged, linked with other users, and evidence to be attached to the record, building up a picture of how your research has had benefit outside of academia.

## Adding Impact

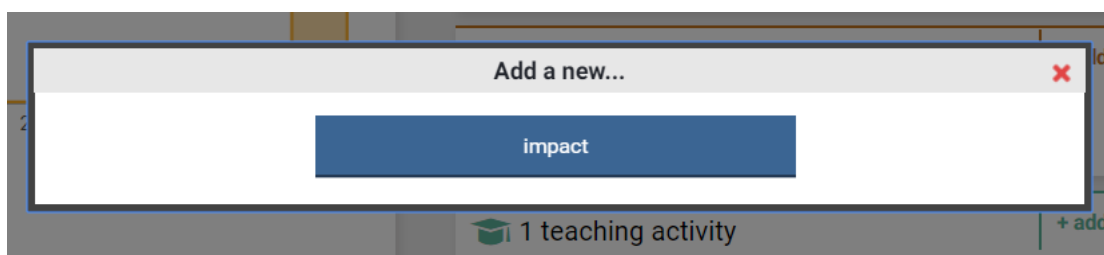
There are two ways that you can add impact to your profile. You may see the 'record evidence of the impact of your work' appear in the Action log as shown below. You can click on add impact to start the impact workflow.



Alternatively, you can add records of impact by visiting your homepage and clicking on +add next to impact within the 'My Summary' section.



Once selecting +add, you will be presented with a button to add impact.



You will then be presented in a form for you to complete. Please note all sections with a red asterisk must be completed otherwise the record will not save.

## Add impact

Tell us more   Link to users   Attach evidence

\*What is your relationship with this impact?    Lead contributor of    Contributes to

**Essential Information**

\* Working title:  ?

Narrative of events: Add a narrative entry  ?

External Contributors: No External Contributors - please add... ?

Add a person:

Last name (required)	First name(s)
<input type="text"/>	<input type="text"/>
Organisation <input type="text"/>	
Department <input type="text"/>	
Street address <input type="text"/>	
City <input type="text"/>	State or province <input type="text"/>
Country <input type="text"/>	Zip code/postcode <input type="text"/>

[Cancel](#)

### Tips for completing the form;

- When entering text into the Narrative of Events, after each record you create remember to click on the +add button to add your entry.
- When adding External Contributors, remember to click the +add button after each contributor, else you won't be able to save your record of impact.
- Remember to click the blue save button at the bottom of the form to proceed to the next step.

## Linking users

The next step is to link users that are associated with this impact. You may have a large list here so best to use the Filter at the side and enter the last name of the person you wish to link to your impact. This will result in the impact being also shown on the other user's profile.

The screenshot shows a navigation bar with 'Home', 'Menu', 'Research Admin', 'Module Admin', and 'System Admin'. Below it is a breadcrumb trail: 'Tell us more' > 'Link to users' > 'Attach evidence'. The main heading is 'This is a test record'. A question asks 'Which users are associated with this impact?' with a 'Done' button. Below this, it shows '1 result'. There are controls for 'Select all on page', 'Link Selected', and 'Unlink Selected'. A filter is applied: 'Name: THORNEYCROFT'. A user entry for 'THORNEYCROFT, Melissa' (Admin) is shown with a 'Lead contributor of' relationship.

When you have found the user you want to link to your impact, you need to click the box next to their picture to select them and then click on link selected and choose the relationship the user has with your impact.

This screenshot shows the same user entry as the previous one, but with a dropdown menu open for the 'Link Selected' button. The dropdown lists 'Lead contributor of' and 'Contributes to'. The 'Contributes to' option is highlighted in blue.

You will then see the relationship listed next to their name.

This screenshot shows the user entry with two relationship options selected: 'Lead contributor of' and 'Contributes to'. Both options have a red 'X' icon next to them, indicating they are selected.

Once you have finished linking users click the done button to go to the next step.

## This is a test record

Which users are associated with this impact?

Done

The next step is to attach some evidence, Elements offers three ways of evidencing records of impact. These are attaching a document, provide a link or add contact details.

## Attach evidence

Tell us more

Link to users

Attach evidence

### This is a test record

Attach a document

Provide a link

Add contact details

Done

To attach a document complete the below fields and remember to click save. If you need some guidance on what to include in the text boxes, you can hover over the blue question marks.

## Attach evidence

Tell us more

Link to users

Attach evidence

### This is a test record

Attach a document

Provide a link

Add contact details

\* Choose a file

Choose file No file chosen

Date of testimonial



Nature of evidence

Cancel

Save

?

?

Done

If you wish to provide a link in addition or instead of an attached document, you will need to complete the below fields.

# Attach evidence

Tell us more

Link to users


Attach evidence

## This is a test record

**Attach a document** | **Provide a link** | **Add contact details**

**\* URL**

**Choose a file**  No file chosen  
Why should I upload a file?

**Date of testimonial**  

**Nature of evidence**

?

?

Done

Alternatively you can also add contact details by completing the below fields.

## This is a test record

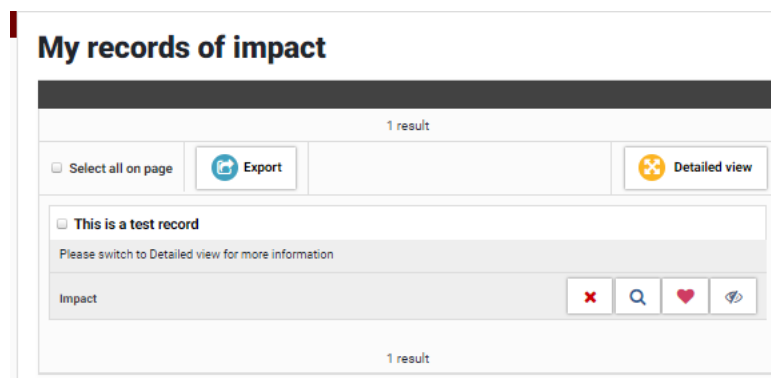
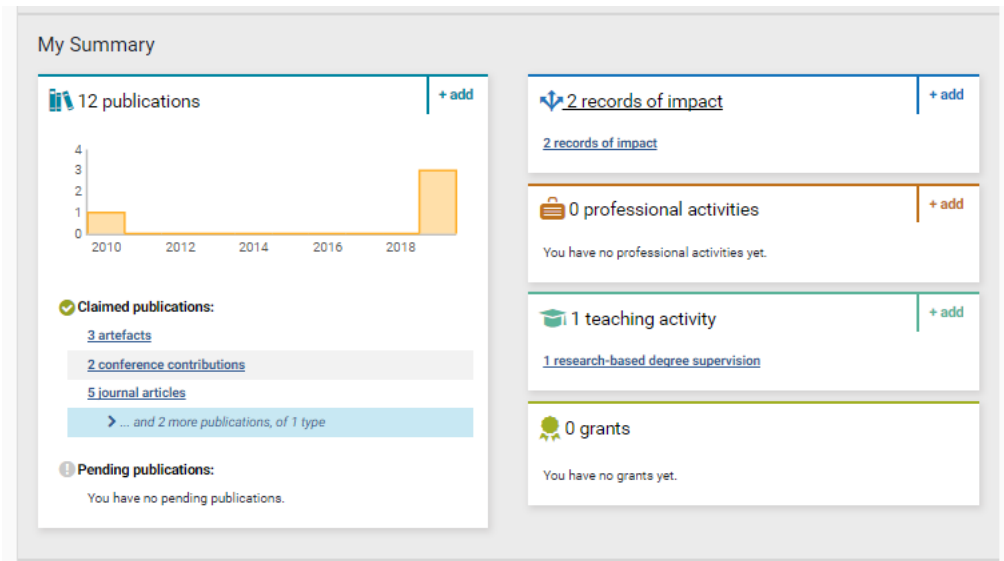
* Title	<input type="text"/>
* Name	<input type="text"/>
* Position	<input type="text"/>
* Email address	<input type="text"/>
Phone number	<input type="text"/>
* Organisation	<input type="text"/>
Department	<input type="text"/>
Street address	<input type="text"/>
City	<input type="text"/>
Zip code / Postcode	<input type="text"/>
State / province	<input type="text"/>
Country	<input type="text"/>
Nature of evidence	<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div>

When you have completed submitting your supporting evidence click the blue done button.



## Viewing Records of Impact

If you want to review your records of impact, scroll down on the homepage to My Summary and then click on Records of Impact. You will be presented with a list of your impact records.

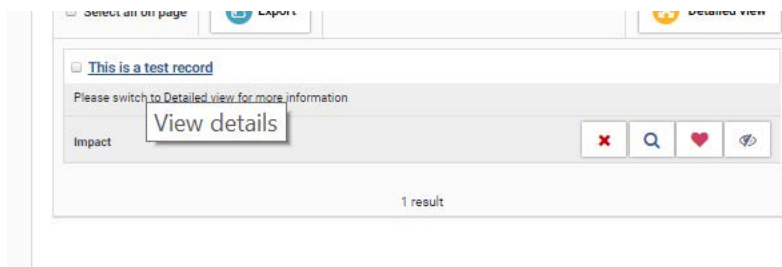


As per the other modules within Elements, you will be presented with an action bar.

- 1) If you are linked to another user's impact, but you don't actually work on it or it has been done in error, you can click the red cross to disassociate yourself with that record of impact.
- 2) If you wish to view full details of the record of impact, click the magnified glass.
- 3) You can select a record of impact as your favourite by clicking the red heart. This will push this record of impact to the top of your impact list.
- 4) To hide a record of impact you click on the grey eye icon. This will mean that the record of impact will not be shown on your profile.

## Editing Records of Impact

If you want to edit a record of impact, to add further evidence or some more narrative. Click on the impact you wish to edit by selecting the title.



Click on the edit record button to add a narrative of events. Alternatively to add more supporting evidence click on the attach evidence button. You can also link other users to this record of impact in the links section as displayed below. Remember when searching for another elements user, always enter surname first.

### This is a test record

< Return to the records of impact page

**Impact**

[Labels](#)  
There are no labels on this impact. [Add labels](#)

**Data sources**

Manual  
ID: B4D6F650-9CB3-4F56-99C0-31DC19735114 [Edit record](#)

**Working title** This is a test record  
**Narrative of events** aisjdiasjdij  
Created by Miss Melissa Thomeycroft on 15 Mar 2019

**Supporting evidence**

No supporting evidence has been provided for this impact. [Attach evidence](#)

**Links (2)** [Create links](#)

**Users**

- Contributed to by [THORNEYCROFT, Melissa](#) [Edit](#)
- Lead contributor is [THORNEYCROFT, Melissa](#) [Edit](#)

**Link Symplectic Elements users to this impact**

Add a user by typing their name in the textbox below (type their surname first and then their first name). Then, select the relationship type and click on the add button (⊕) to associate a user with this impact.

[Add a new impact](#)

**Actions**

[Mark as Favourite](#)

**History**

Showing 1 - 1 of 1 (newest first)

- Manual impact created.  
Reporting date(s) updated.  
by Miss Melissa Thomeycroft  
15/03/2019

Add a note:

[Add note](#)

## **Feedback on Training Materials**

Many thanks for taking the time to review the training materials for Elements. If you have any comments on what you would like to see in the future or any feedback on the materials or system please email [elementsupport@wlv.ac.uk](mailto:elementsupport@wlv.ac.uk).

You can view other self-help guides for Elements by visiting; [www.wlv.ac.uk/elements](http://www.wlv.ac.uk/elements).